

COMMISSIONER OF POLITICAL PRACTICES
1205 Eighth Avenue
Post Office Box 202401
Helena, MT 59620-2401
TELEPHONE: 406-444-2942
FAX NUMBER: 406-444-1643
WEBSITE: www.politicalpractices.mt.gov



INSTRUCTIONS (Revised 06/03)

FORM E-1

MULTIPLE PUBLIC EMPLOYMENT DISCLOSURE STATEMENT

WHO IS REQUIRED TO FILE A FORM E-1?

All public officers, legislators, and public employees who are employed by more than one public employer for overlapping periods of time are required to file a Form E-1. (Montana Code Annotated § 2-2-104.)

A “public officer” includes any state officer and any elected officer of a local government.

A “state officer” includes all elected officers and directors of the executive branch.

A “public employee” means any temporary or permanent employee of the state; any temporary or permanent employee of a local government; a member of a quasi-judicial board or commission or of a board, commission, or committee with rulemaking authority; and a person under contract to the state. (Montana Code Annotated § 2-2-102.)

WHAT INFORMATION IS TO BE REPORTED?

In accordance with Administrative Rules of Montana 44.10.601, the Multiple Employment Disclosure form will contain the following information:

- (a) name, address, and telephone number of the public officer, legislator, or public employee;
- (b) name, address, and telephone number of each public employer;
- (c) date(s) of multiple employment;
- (d) title(s) or description(s) of each overlapping position;
- (e) amount(s) paid by each public employer and method(s) of payment.

In addition, an explanation should be provided describing how the filer will comply with the provisions of Montana Code Annotated § 2-2-104(3).

WHEN MUST A FORM E-1 BE FILED?

If multiple public employment is ongoing, a Multiple Public Employment Disclosure Statement must be filed within 15 days of initial employment and annually thereafter prior to December 15 of the current and succeeding years.

If multiple public employment is occasional, a Multiple Public Employment Disclosure Statement must be filed within 15 days of each occurrence, contract agreement, or receipt of payment.

WHERE MUST A FORM E-1 BE FILED?

Form E-1 is to be filed with the Commissioner of Political Practices at the above address.